

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES Records Management Division

SCHEDULE NO. C-712

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

	EXECUTIVE OFFICE	MINORITY AF	FAIRS COMMISSION	
	AGENCY		DIVISION	
ITEM NO.	DESCRIPTION		RETENTION	
1.	THIS SCHEDULE SUPERCEEDES SCHEDUCE Subject arrangement of original letters, copies of outgoing lettememoranda, studies, reports, directions and other materials reladministration of the agency.	incoming ters, rectives,	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for	
	UNOFFICIAL PERSONNEL FILES Files contain information on cur employees. Files may contain but limited to copies of application reviews, reprimands and disciplit actions, awards, doctor slips, a reports, resumes, etc. LEAVE AND TIME SHEETS This file contains office copies employees annual leave and daily	nt are not ns, annual inary accident s of	eventual transfer to the Archives. Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy. Retain for one (1) year, then destroy.	
	recordings.			
SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER 4-15-93 Bershold A June DATE SIGNATURE		SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE 4/19/93 DATE		
		SCHEDULE APPROVED BY STATE ARCHIVIST	LC. Saperfore for	



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

C-712

PAGE NO.

eventual transfer t

the Archives.

2 of 2 TTEM DESCRIPTION RETENTION NO. 4. BUDGET RECORDS Retain annual Annual Budget Submissions submissions for five (5) years, then Monthly Budget printouts Workpapers destroy. Retain all other papers for two (2) years, then destroy. 5. GENERAL ACCOUNTING RECORDS Retain for three (3) years, then destroy. Files contain office copies of: Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc. 6. Retain one (1) copy SPECIAL ACCOUNTING RECORDS Audit REports (Internal or external, permanently for eventual transfer to financial or program). the State Archives. Retain fixed asset 7. FIXED ASSETS FILE Fixed asset printouts (including vehicles) printout for one (1) IRA forms (office copy) year, then destroy. Retain all other Lost/stolen forms (office copy) completed forms for Surplus forms (office copy) Transfer forms (office copy) three (3) years, then destroy. 8. PUBLICATION HISTORY FILE Retain permanently This file contains one (1) copy of each for eventual transfer to the pulbication produced by the agency. State Archives. 9. CASE FILES Screen annually and These files are arranged alphabetically by destroy, that material no longer project/event name. They contain but are not limited to all relted correspondence, needed for current notes, plans, etc. related to each Minority business. Community project, program, or event. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
	MINORITY AFFAIRS	COMMISSION	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR
REFERENC		ENTION AND DISPOS	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Administrative and General Co			
	THE SERIES.	INCLUDE THE PU	REDSE OR FUNCTION OF THE SECTION
Subject arrangement of original reports, directives, policing agency.	ginal letters, co ies and other mat	pies of outgoing erials related to	letters, memoranda, studies, o the administration of the
•			•
	•		
•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	ALPHABETICAL		FILE DRAWER(S)
D LEGAL SIZE D CONFUTER TAPE	□ NUMERICAL	:	O MICROFILM REEL(S)
O BOUND BOOK O FLOPPY DISK	CHRONOLOG		NUMBER OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC		
OTHER (SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION OF FILE DRAWER(S)
	Subject	·	MICROFILM REEL(S)
11. FILE IS USED	<u>'</u>	12	U_OTHER(SPECIEV)
DAILY DWEEKLY	□ MONTHLY		S INACTIVE AFTER WONTH(S) U YEAR(S)
		NUMBER	
13. CURRENT LOCATION(S) (BLDG.,FL	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE!
15. ACCESS RESTRICTIONS D YES	·	16. AUDIT RÉQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	TION(B)		ATE O FEDERAL O INDEPENDENT
		ST,	
17. IS AN INDEX SYSTEM USED? (19 BELEFLY AND DESCRIBE ANY HU D YES D NO		18. RECCMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. Direction	
- 155 A MO		policies and o	ther material related to the
			oolicy that illustrate the Elthe agency, retain permanently
,			ransfer to the Archives
	T	<u> </u>	FARING STATE CINCINSON
19. NAME AND TITLE OF PREPARER	20. TELEFHONE	NUMEER	21. DATE
Nikki Roros	887-5557	•	4-22-93
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BPARATE FORM FOR BACH NEW OR EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 2 OF 9	
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
EXECUTIVE OFFICE	MINORITY AFFAIRS C	OMMISSION	J. UNII	
FINITION - RECORD SERIES A group of			for reference as well as	
RECORDS SERIES TITLE UNOFFICIAL PERSONNEL FILES			5 EARLIEST YEAR/LATEST YEAR 1988 / Present	
·	the purpose or function of	the series)		
Files contain information on copies of applications, loctor slips, accident repo	annual reviews, repr			
RECORDS SERIES FORMAT(S)	B. RECORDS SERIES S [L] ALPHABETICAL		9. VOLUME FILE DRAWER(S)	
[] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] PLOPPY DISK	[] NUMBRICAL [] [] CHRONOLOGICAL		/ [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)	
	1		10. VOLUMB	
(AUDIO TAPE VIDBO TAPE OTHER (SPECIFY)	() GEOGRAPHICAL () OTHER (SPECIPY)		[4 FILE DRAWER(S) [1 MICROFILM REBL (S) COMPUTER TAPE(S) NUMBER [1 OTHER(SPECIFY)	
			i waman (i amaniaraarii)	
1.FILE IS USED [] DAILY [] WEEKLY	M NONTHLY	12. FILE BECOMES NUMBER	<u> </u>	
[] DAILT [] WEEKLY		HUMBER	INACTIVE AFTER [] MONTH(S) YEAR(S) RIES DUPLICATED ELSEWHERE? [If Yes, Specify Agency or Office)	
[] DAILT [] WEEKLY 3. CURRENT LOCATION(S) (BLDG.,FLOOR,RO	DOM)	NUMBER 14. IS RECORDS SE (V YES [] NO Person 16. AUDIT REQUIRE	INACTIVE AFTER [] MONTH(S) YEAR(S) RIBS DUPLICATED ELSEWHERE? [If Yes, Specify Agency or Office)	
[] DAILY [] WERKLY 3. CURRENT LOCATION(S) (BLDG.,FLOOR,RO 5. ACCESS RESTRICTIONS [] TES []	NO B)	NUMBER 14. IS RECORDS SE VYES [] NO 16. AUDIT REQUIRE VNONE [] 18. RECONNENDED R Screen annual1 no longer need	INACTIVE AFTER [] MONTH(S)	
[] DAILY [] WBBKLY 3. CURRENT LOCATION(S) (BLDG.,FLOOR,RO 5. ACCESS RESTRICTIONS [] TES [] (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, of describe any bardware/software)	NO B)	NUMBER 14. IS RECORDS SE VYES NO Proposition No RECOMMENDED R Screen annuall no longer need Retain remaini	INACTIVE AFTER [] MONTH(S)	

INSTRUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL SERV EPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVIS EVISED RECORDS SERIES. FORWARD 7275 WATERLOO ROAD ITH RECORDS RETENTION SCHEDULE P.O. BOX 275 JESSUP, MARYLAND 2079		PDIVISION DIVISION DIVISION	PAGE 3 OF 9
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
EXECUTIVE OFFICE	 MINORITY AFFAIRS C	OMMISSION I	
BFINITION - RECORD SERIES A group of retention and	related records normally fild disposition purposes	led and used as a unit	for reference as well as
. RECORDS SERIES TITLE LEAVE AND TIME SHEETS			5 BARLIEST YEAR/LATEST YEAR 1988 / Present
	e the purpose or function of	the series)	
This file contains office o	copies of employees a	annual leave and	daily time recordings.
•			
. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES		9. VOLUME FILE DRAWER(S) I MICROFILM REBL(S) OTHER(SPECIFT) 10. VOLUME FILE DRAWER(S) MICROFILM REBL (S) COMPUTER TAPE(S) HUMBER OTHER(SPECIFY)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMBRICAL		
[] BOUND BOOK [] PLOPPT DISK	L CHRONOLOGIC	AL	
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() OTHER (SPECIFY)	() OTHER (SPEC	IPY)	
11.FILE IS USBD [] DAILT [] WEEKLY	MONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER { MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,F	ROOM)	14. IS RECORDS SERIES DUPLICATED BLSEWHERE? [VES [] NO (If Yes, Specify Agency or Office) Ainance Payroll, Pesonnel 16. AUDIT REQUIREMENTS [] HONE [] STATE [] FEDERAL [] INDEPENDENT	
15. ACCESS RESTRICTIONS (YES) (If yes, cite law(s) & regulation(
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES NO		18. RECOMMENDED R Retain for on	ETENTION e year, then destroy.
	1		The Court of the C
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER -		21. 0978
Nikki Roros	- <u>887-5557</u>		4-22-93

DGS 550-4(REVISED 2/87)

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Instructions TTPB OR PRINT A SEPARATE FORM FOR BACH HEW OR REVISED RECORDS SERIES, FORWARD	DEPÁRTHENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROÁD P.O. BOI 275 JESSUP, MARTLAND 20794		AGENCY RECORDS INVENTORY
RECORDS RETENTION SCHEDULE			PAGE 4 OF 9
: DBPARTMENT/AGENCY	2. DIVISION		3. URIT
EXECUTIVE OFFICE	MINORITY AFFAIRS C	COMMISSION	
DEFINITION - RECORD SERIES A group of retention an	related records normally fi d disposition purposes	led and used as a unit	for reference as well as
A. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR 1988 Present
BUDGET RECORDS 6. RECORDS SERIES DESCRIPTION (Briefly			
Annual Bodget Sudmissions othly Budget printouts Workpapers	e the purpose or function of	che Berlebj	
7. RECORDS SERIES FORMAT(S)		SEGUENCE	-
LETTER SIZE MICROFILM	{ ALPHABETICA		
LY LEGAL SIZE COMPUTER TAPE	[] RUMBRICAL		
[] BOUND BOOK PLOPPY DISK	CHRONOLOGIC	CA L	10. VOLUME FILE DRAWER(S) NICROFILM REBL (S) () COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
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(OTHER (SPECIPY)	LI OTHER (SPEC	CIPT)	
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13. CURRENT LOCATION(S) (BLDG., PLOOR, ROOM)		'	BRIBS DUPLICATED BLSEWHRRE? i (If Yes, Specify Agency or Office) Coffice
15. ACCESS RESTRICTIONS [] TES [] NO (If yes, cite law(s) & regulation(s)		1 16. AUDIT REQUIR	BMENTS FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [Y No		I then, destroy	RETERTION submissions for five years, Retain all other papers , then destroy.
5. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Nikki Roros	887-5557		4-22-93

SEPARATE FORM FOR BACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERA RECORDS MANAGEMENT 7275 WATERLOG P.O: BOX 27	P DIVISION D ROAD	AGENCY RECORDS INVENTORY	
41111 KOCANA KOTOBITAN ACHONADO	JESSUP, MARYLAI		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
EXECUTIVE OFFICE	MINORITY AFFAIRS	COMMISSION	<u> </u>	
	oup of related records normally fi ion and disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE		5 BARLIEST YEAR/LATEST YEAR,		
GENERAL ACCOUNTING REC	CORDS		1 1988 1 Present	
Files contain office o		the series)	found in the series. onts, requisitions, petty	
	reports, direct payment		lls, ticket books, purchase	
7. RECORDS SERIES FORMAT(S) LI LETTER SIZE (MICROFILM	B. RECORDS SERIES ALPHABETICA		9. VOLUME 9. VOLUME FILE DRAWER(S)	
LEGAL SIZE COMPUTER 1	PAPE HUMERICAL			
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[] AUDIO TAPE VIDEO TAPE	 	1.	10. VOLUMB 	
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13. CURRENT LOCATION(S) (BLDG.,	FLOOR, ROOM)	1 11. IS RECORDS SERIES DUPLICATED ELSEWHERE? WYES NO (If Yes, Specify Agency or Office) Finance Payroll (disburgement)		
15. ACCESS RESTRICTIONS [] Y (If yes, cite law(s) & regu		16. AUDIT REQUIR (RORB (BHENTS STATE-(-)-PEDBRAL-(4-INDERENDENT)	
17. IS AN INDEX STSTEM USBD? (If yes, explain briefly and describe any bardware/software) [] YES [] NO		18. RECOMMENDED Retain for th	ree years, Ethen destroy.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Nikki Roros	887-5557		4-22-93	
PGS 530-4(REVISED 2/87)				

SEPARATE FORM FOR BACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 6 OF 9	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
EXECUTIVE OFFICE	MINORITY AFFAIRS	COMMISSION		
DEFINITION - RECORD SERIES A group of retention and	related records normally fi i disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE	0.0		5 BARLIEST YEAR/LATEST YEAR 189 Present	
6. RECORDS SERIES DESCRIPTION (Briefly Include			found in the series.	
Files contain Audit Repo	rts (înternal or ex	ternal, financia	l or program).	
·				
7. RECORDS SERIES FORMAT(S) LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NUNERICAL		9. VOLUME FILE DRAWER(S) (SOMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
(BOUND BOOK PLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIPY)		AL	10. VOLUME FILE DRAWER(S)	
11.FILE IS USED [DAILY { WEEKLY	[4] MONTHLY	12. FILE BECOMES INACTIVE AFTER [] HONTH(S) [YEAR(S)] NUMBER 14. IS RECORDS SERIES DUPLICATED BLSEWHERE? [YES [] NO (If Yes, Specify Agency or Office)] Amance		
13. CURRENT LOCATION(S) (BLDG., FLOOR, R	OOM)			
15. ACCESS RESTRICTIONS [] YES [M] (If yes, cite law(s) & regulation(NO 5)	16. AUDIT REQUIRE	······································	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO			e (14) copy permanently for transfer to the State Archives.	
9. NAME AND TITLE OF PREPARER	20 TELEDHONE NUMBER	-i	-	
	·		21. DATE	
Nikki Roros DGS 550-4(REVISED 2/81)	887-5557		4-22-93	

Instructions TYPE OR PRINT A DEPARTMENT OF GENER			AGENCY RECORDS INVENTORY	
EPARATE FORM FOR BACH NEW OR EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	ORDS SERIES. FORWARD 7275 WATERLOO ROAD			
1. DEPARTMENT/AGENCY	2. DIVISION	· · · · · · · · · · · · · · · · · · ·	3. UNIT	
EXECUTIVE OFFICE	MINORITY AFFAIRS	COMMISSION	 	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
A. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR 1992 Present	
FIXED ASSETS FILE			•	
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		s found in the sériés.	
Fixed asset printouts (inc IRA Forms (office copy)	luding vehicles)			
Lost/stolen forms (office	forms)			
Surplus forms (office forms Transfer Forms (office for			·	
rransier rotms (office for	ms)			
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES	SEOUENCE	9. VOLUNE	
(VLETTER SIZE [] MICROFILM	[] ALPHABETICA		FILE DRAWER(S) MICROFILM REEL(S) HUMBER OTHER(SPECIFY) 10. VOLUME FILE DRAWER(S) MICROFILM REEL (S) COMPUTER TAPE(S) HUMBER OTHER(SPECIFY)	
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[] BOUND BOOK [] FLOPPY DISK				
[] AUDIO TAPE [] VIDRO TAPE	[] GROGRAPHIC	AL .		
() OTHER (SPECIFY)	() OTHER (SPÉ	CIPY)		
11.FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
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13. CURRENT LOCATION(S) (BLDG.,FLOOR,	ROOM)		SERIES DUPLICATED BLSEWHERE? HO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] TES [T NO	1 16 Anni Beau	REHENTS COLORS	
15. ACCESS RESTRICTIONS [] TES & (If yes, cité law(s) & regulation	·	(4 HORE	(STATE PEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [NO		i than daates	d asset Printout for one year, y. other completed forms for thre	
	1	!	•	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Nikki Boros	1 1 997_5557		4 22 27	

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Instructions Type OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 8 OF 9
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
· ·	İ	COMMISSION	j J. unii
DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit retention and disposition purposes			for reference as well as
4. RECORDS SERIES TITLE PUBLICATIONS HISTORY FILES			5 BARLIEST YEAR/LATEST YEAR 1988 Besent
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of info e the purpose or function o		found in the series.
This file contains (1) on	e copy of each publ	ication produced	by the agency.
7. RECORDS SERIES FORMAT(S) LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE ALPHABETICAL		9. VOLUME FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S)
	[] NUMERICAL		NUMBER [] OTHER (SPECIFY)
[] BOUND BOOK [] PLOPPY DISK	{ } CHRONOLOGI		10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHIC		[] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
11.FILE IS USED [] DAILY [] WEEKLY	HONTHLY	12. FILE BECOMES INACTIVE AFTER	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,R	OOM)		RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES () NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		16. AUDIT REQUIRE	MENTS STATE [] PEDERAL [] INDEPENDENT
		Retain perman	ETENTION tly for eventual transfer
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	_	21. DATE
Nikki Roros	887-5557		4-22-93

DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			PAGE_9 OF_9_
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
EXECUTIVE OFFICE	MINORITY AFFAIRS	COMMISSION	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	iled and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Case Files			5 EARLIEST YEAR/LATEST YEAR 1988 Present
6. RECORDS SERIES DESCRIPTION (Briefly	describe the types of infor	rmation/documents/forms	found in the series.
Include	the purpose or function of	the series)	
These files are arranged not limited to all relate Community project, progra	ed correspondence, r		c. rêlateddtooeach Minority
7. RECORDS SERIES FORMAT(S) LYLETTER SIZE [] MICROFILM	B. RECORDS SERIES SEQUENCE { ALPHABETICAL		9. VOLUME FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	NUMBRICAL		
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() OTHER (SPECIFY)	[] OTHER (SPEC	CIFY)	
11.FILE IS USED [] WEEKLY	[] HONTHLY	12. FILE BECOMES	INACTIVE AFTER [] NONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO	OOK)		RIES DUPLICATED BLSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [1 TES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE NONE []	HENTS STATE [PEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		destroy that current busi and other ma and policy of the agence	etention Screen annually and it material no longer needed for iness. Directives, policies aterial related to the planning that illustrate the development by, retain permanently for apsfer to the Archives.
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	- <u></u>	21. DATE
Nikki Roros	887-5557		4-22-93